

August 7, 2000

**Information and Application Forms for FY 00/01  
California Coastal Commission  
Local Coastal Program Planning Grants**

The Commission's budget for FY 00/01 includes **\$500,000** for local planning grants to support local governments in completing and updating Local Coastal Programs.

**A. Submittal Deadline:**

Grant application packages must be postmarked, faxed, or e-mailed<sup>1</sup> by close of business **September 8, 2000**.

**B. Eligibility:**

Local LCP planning activities within any of the following four categories are eligible to apply for grant funds:

- **LCP Preparation.** Land Use Plan and/or Implementation Plan work to achieve certification of Local Coastal Programs resulting in transfer of coastal development permit authority to the local government.
- **LCP Preparation of Areas of Deferred Certification.** Planning and/or implementation work to resolve outstanding problems and complete Local Coastal Program certification of Areas of Deferred Certification (ADCs)
- **LCP Comprehensive Updates.** Local government-initiated Local Coastal Program comprehensive updates that involve establishing or revising policies and implementation that address changed conditions or new information related to key and emerging coastal issues.
- **LCP planning in conjunction with Coastal Commission LCP Periodic Reviews.** Local Coastal Program work to enable local government to participate in, and respond to, a Commission-initiated periodic review.

**C. Criteria for Evaluating and Awarding LCP Grant Funds:**

Eligible applications will be evaluated against the following six award criteria adopted by the Commission on June 8, 1999. All applications should include a brief description explaining how the proposal addresses the criteria.

---

<sup>1</sup> If applications are transmitted via facsimile or electronically by the deadline, the original and required three copies may be postmarked the next business day, i.e., no later than September 11, 2000.

1. There is substantial pre-certification permit workload or post-certification appeals generated by the jurisdiction.
2. The local government is willing to assume local coastal development permit processing responsibility. Alternatively, in the case of certified LCPs, the local government is willing to substantially update one or more LCP components, with special consideration given to policy components addressing: nonpoint pollution control; public access; wetland and environmentally sensitive habitat; urban-rural boundaries; coastal hazards and protection of agricultural land.
3. The grant will offer an opportunity to coordinate with other planning work being undertaken by the jurisdiction or the Commission, thus providing more efficient utilization of Commission staff resources, and providing the opportunity to address issues involving more than one jurisdiction.
4. The local government is expressly willing to contribute or to obtain other matching funds at a suggested 1 to 1 ratio necessary to complete the work.
5. There is a history of successful performance under previous LCP grants.
6. The local jurisdiction exhibits significant conflicts, challenges or changed conditions in coastal resources and/or public access.

In addition, special consideration may be given to applications that provide an opportunity to complete planning work in areas where the Commission has previously adopted priorities for completing or reviewing certified LCPs. Those priorities, adopted in December 1998, include the counties of San Luis Obispo, Monterey, Santa Barbara, San Mateo, and Mendocino

#### **D. Required Application Package:**

Please complete and submit an original and three copies of the following materials (note: if the grant application is submitted in Excel format electronically, only the one original copy is needed):

1. The 4-page application form (attached).
2. Total Work Program and Budget, to include:
  - a. Description of tasks, cost of each task, and products; and,
  - b. Schedule, including quarterly work product milestones and projected quarterly expenditures.
3. Resolution authorizing the grant application and identifying a person to execute the agreement and authorizing receipt of funds for the prescribed work.

At a minimum, items (1) and (2) must be submitted by the September 8, 2000, deadline. If the resolution cannot be submitted by that date, it may be sent separately, but should be received by the Commission no later than September 30, 2000, to be eligible for award of a grant.

Item (2) Work Program and Budget should indicate a project which can be completed within a 12-month time frame. In order to allow sufficient time to execute contracts for grants awarded, we suggest the work programs be based on a start date of January 1, 2001. Time extensions are possible, but are at the discretion of the Commission. If the proposed planning project will take longer than a 12-month period, we suggest structuring the project in phases.

A sample resolution (Attachment A), Fiscal Guidelines (Attachment B), and sample work program and budget (Attachment C) are included with this application packet.

#### **E. Submittal Procedures:**

Please submit the completed grant application with original signatures and three copies to:

California Coastal Commission  
45 Fremont Street, Suite 2000  
San Francisco, CA 94105-2219  
ATTN: Bill Van Beckum

The grant application forms are available in Excel format (on disk or as e-mail attachments) by contacting Bill Van Beckum at (415) 904-5293, or e-mail ([bvanbeckum@coastal.ca.gov](mailto:bvanbeckum@coastal.ca.gov)).

#### **F. Tentative Schedule:**

August 7, 2000	Application forms mailed
September 8, 2000	Deadline for submittal of applications
September 30, 2000	Deadline for submittal of local resolutions
September 6-October 24, 2000	Review of applications
October 27, 2000	Mailing of Staff Recommendations for award of grants.
November 14-17, 2000	Commission hearing on recommended grant awards; Public Hearing in Los Angeles.
November 17-December 31, 2000	Execution of contracts with local governments for award of funds and review by Dept. of General Services.

## **G. Process for Review of Applications:**

Applications will be reviewed and evaluated by Commission staff pursuant to the criteria adopted by the Commission. With the limited amount of funds available, some jurisdictions applying for funds may not receive a grant or may not receive the total amount requested.

The Commission will review staff recommendations for award of grants at a public hearing. Following the hearing, the Commission will vote to award grants and may condition the awards to modify the suggested work tasks or to reduce the grant amount. In previous grant programs, the Commission has adopted some special conditions to work program tasks to assure adequate consideration of high priority statewide coastal issues such as nonpoint source pollution control and public access, and we encourage all grant applications to include consideration of components related to such issues.

In preparing the application, please note that the Commission is strongly encouraging, as an eligible budget cost, the submittal of grant products on disk in electronic format. This will make it easier to incorporate various LCP modifications in the future and to provide maximum public outreach by making LCP documents available via the Commission's webpage.

## **H. Grant Requirements:**

### **1. Administrative**

Under Commission policy, applicants assume the entire responsibility for administering the planning process under LCP grants. The grantee must (a) employ any staff and consultants required; (b) maintain complete accounting and time records; and (c) provide fiscal management and cash flow to the program.

Each project must have a designated project director. The project director may be a staff member of the applicant agency or an elected official. The project director is responsible for reviewing and signing the work products prepared as part of the program.

In preparing grant applications, local governments should refer to Section 3.17.2 A of the State Contracting Manual for guidance (Attachment B). If awarded a grant, all contracts with the state, and any subcontracts under the grant, must comply with all provisions of the State Public Contract Code.

### **2. Citizen Involvement**

When a jurisdiction is involved in the development of local coastal program plans, policies or implementation, provision for citizen participation should be a part of the work program.

California Coastal Commission  
45 Fremont Street, Suite 2000  
San Francisco, CA 94105  
(415) 904-5200  
fax (415) 904-5400

### 3. Reimbursement.

Expenses will be reimbursed by the Commission on a quarterly basis upon submission of an invoice by the local jurisdiction. Reimbursement is dependent on successful completion of benchmarks detailed in the contract.

#### **Attachments:**

Local Coastal Program Grant Application Form

Sample Resolution (**A.**)

Fiscal Guidelines (**B.**)

Sample (City of Hermosa Beach) Work Program and Budget (**C.**):

Hermosa Beach FY 97/98 Work Program, including the City's work program budget as originally submitted and in this year's application package format.